

## APPENDIX C-2: CAMPAIGN DISCLOSURE FILING SCHEDULE

### Campaign Disclosure Filing Schedule

<b>Deadline</b>	<b>Form</b>	<b>Period</b>	<b>Notes</b>
<b>Jul 31, 2018</b> <i>Semi-Annual</i>	460	* – 6/30/18	<ul style="list-style-type: none"> <li>All committees must file Form 460.</li> </ul>
<b>Within 24 Hours</b> <i>Contribution Reports</i>	497	8/8/18 – 11/6/18	<ul style="list-style-type: none"> <li>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>File if a contribution of \$1,000 or more in the aggregate is made to <i>another</i> candidate or measure being voted on the November 6, 2018 ballot or to a political party committee.</li> <li>The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received.</li> </ul>
<b>Sep 27, 2018</b> <i>1<sup>st</sup> Pre-Election</i>	460 or 470	7/1/18 – 9/22/18	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
<b>Oct 25, 2018</b> <i>2<sup>nd</sup> Pre-Election</i>	460	9/23/18 – 10/20/18	<ul style="list-style-type: none"> <li>All committees must file Form 460.</li> </ul>
<b>Nov 2, 2018</b> <i>3<sup>rd</sup> Pre-Election</i>	460	10/21/18 – 10/30/18	<ul style="list-style-type: none"> <li>All committees must file Form 460.</li> </ul>
<b>Jan 31, 2019</b> <i>Semi-Annual</i>	460	10/31/18 – 12/31/18	<ul style="list-style-type: none"> <li>All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2018.</li> </ul>

- **Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** Online filing pursuant Pleasanton Municipal Code.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470:** Candidates who do not have an open committee and do not raise/spend \$2,000 or more in 2018 may file Form 470 on or before September 27, 2018. If later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.
- **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at [www.fppc.ca.gov](http://www.fppc.ca.gov), click on the "Learn" link.
- Committees making independent expenditures totaling \$1,000 or more to support or oppose candidates or ballot measures also file:
  - Form 462 must be emailed to the FPPC within 10 days.
  - Form 496 is due within 24 hours when made in a 90-day period of the election or on the date of the election. Refer to the candidate or ballot measure election filing schedule. File online.